



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMCPE

CPL 07-01-AMCPE
26 April 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter - Administrative Dismissal or Closure Procedures

1. The purpose of this memorandum is to define the procedures that will apply in situations that would prevent U.S. Army Materiel Command (AMC) employees at Fort Belvoir from reporting for work on time or that would require AMC to close in part or in total.
2. While the Office of Personnel Management (OPM) makes announcements as to the operating status of the Federal Government in the Washington, D.C. area, the Headquarters (HQ) AMC Operations Center is responsible for publishing this status to the AMC workforce located at Fort Belvoir. The HQ AMC Operations Center will not publish operating status, as shown in 3b-d below, until approval received from the Commanding General, HQ AMC or his/her designated official.
3. Status of AMC operations will be provided utilizing one of the following four announcements:
 - a. AMC is open.
 - b. AMC is open but under an unscheduled leave policy. Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Employees must notify their supervisors of their intent to take unscheduled leave. Emergency essential employees are expected to report for work on time.
 - c. AMC is open, but under a delayed arrival policy of xx hours later than they would normally arrive. Employees should plan their commutes so that they arrive for work no more than xx hours later than they normally arrive. Employees who arrive for work more than xx hours later than their normal time will be charged annual leave or leave without pay for the additional period of absence from work. Employees unable to report to work may request unscheduled leave. Telework employees are expected to report for work on time. Emergency essential employees are expected to report for work on time.
 - d. AMC is closed. Non-emergency essential employees will be granted excused absence for the number of hours they were scheduled to work. This does not apply to employees on leave without pay, leave without pay for military duty, workers' compensation, suspension, or in another nonpay status. Telework employees may be expected to work from their telework sites,

AMCPE

SUBJECT: Command Policy Letter - Administrative Dismissal or Closure Procedures

as specified in their telework agreements. Emergency essential employees are expected to report for work on time. Employees on alternative work schedules (AWS) are not entitled to another AWS day off in lieu of the workday on which the agency is closed.

4. Questions on time and attendance may be directed to your servicing Civilian Personnel Advisory Center (CPAC) representative.

FOR THE COMMANDER:

//Signed//

WILLIAM E. MORTENSEN

Lieutenant General, USA

Chief of Staff

DISTRIBUTION:

H